

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

HIGHER EDUCATION CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to assist public and nonpublic colleges, universities, and junior colleges with the development, implementation, and maintenance of higher education programs.

There are three classifications in this job.

Position Code Title – Higher Education Consultant-E

Higher Education Consultant 12

This is the entry and intermediate level. The employee performs an expanding range of professional higher education consultant assignments in a developing capacity.

Higher Education Consultant P13

This is the experienced level. The employee performs a full range of professional higher education consultant assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Higher Education Consultant-A

Higher Education Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Advises higher education institutions in the initiation, evaluation, and improvement of their programs.

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Coordinates efforts to avoid duplication in campus and extension course offerings, without loss of services to the citizens of the state.

Develops and administers various scholarship, loan, and grants programs.

Provides assistance to higher education institutions in the formulation of broad policies with respect to administration and personnel.

Provides assistance to the U.S. Department of Education and other federal and state agencies in program planning in higher education.

Conducts higher education research and educational studies.

Reviews and approves State Board of Continuing Education Units applications and monitors program activities.

Acts as liaison between higher education institutions and K-12 school districts.

Provides assistance to school districts and prospective educators in the interpretation of certification requirements of teachers and administrators.

Provides assistance in policy analysis and development of state plans to improve the quality of K-12 education.

Disseminates research information to school districts higher education institutions, and others to assist in policy development for the improvement of quality of education.

Collaborates with higher education institutions to improve the quality of education of K-12 teachers.

Consults with universities, school districts, Assistant Attorneys General, the media, the courts, legislators, and others regarding teaching certification and revocation of certification.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Higher Education Consultant 14 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Higher Education Consultant 14 (Senior Worker)

Performs on a regular basis professional higher education consultant assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of educational philosophy and objectives of higher education.

Knowledge of the laws and regulations pertaining to higher education.

Knowledge of the programs and policies of higher education institutions.

Knowledge of the various scholarships and grants available to students attending institutions of higher education.

Ability to obtain cooperation from and to assist higher education institutions within the work area.

Ability to develop programs and policies relating to higher education institutions.

Ability to administer scholarships and grants.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Higher Education Consultant 14 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in education or higher education administration.

Experience

Higher Education Consultant 12

One year of post-master's administrative or consultative experience in the field of higher education equivalent to a Higher Education Consultant in state service, or one year of administrative experience in higher education.

Higher Education Consultant P13

Two years of post-master's administrative or consultative experience in the field of higher education equivalent to a Higher Education Consultant in state service, or two years of administrative experience in higher education, including one year equivalent to an intermediate level Higher Education Consultant.

Higher Education Consultant 14

Three years of post-master's consultative experience in the field of higher education equivalent to a Higher Education Consultant in state service, including one year equivalent to a Higher Education Consultant P 13, or three years of administrative experience in higher education.

Alternate Education and Experience

Higher Education Consultant 12, P13, and 14

Possession of a bachelor's degree in education combined with a master's degree in a subject matter area of higher education is an acceptable alternative education requirement.

Higher Education Consultant 12 and P13

Five years of college level teaching, admissions, financial assistance or counseling experience may be substituted for one year of the experience requirements.

Possession of a doctorate degree in education or in higher education administration may be substituted for one year of the required experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

HIGEDUCST

Job Code Description

Higher Education Consultant

Position Title

Higher Education Consultant-E

Higher Education Consultant-A

Higher Education Consultant-A

Position Code

HGEDCSTE

HGEDCSTA

HGEDCSTA

Pay Schedule

W22-045

W22-050

NERE-152

ECP Group 2
Revised 12/11/00
KF/VLWT/MF/VT